

Division for the Visually Impaired (DVI)

Business Enterprise Program (BEP)

Blind Vendors Committee (BVC)

DRAFT Meeting Minutes,

Thursday, July 23, 2020

**Role Call:** Rob Schmidtkofer, DVI, BEP Director; Jamie Towns, DVI; Romy Mikhail, DVI; Debbie Talley-Bean, DVI, Deputy Director (acting); Wayne Marsh, BVC, Chair; Jill Morrison, DVI; Sandi Miller, DVI, Director; Anthony Paolini, BVC, Member; Thomas Newcomb, BVC, Operator; Gary Pizzolo, BVC, Co-Chair; and Rachel Hollen, DVI.

The meeting was called to order at 10:04am.

**Approval of Minutes:** Gary Pizzolo motioned to approve the May and June meeting minutes. Anthony Paolini seconded. Motion carried. The May and June meeting minutes were approved.

**COVID-19 Updates:** There is a slight rise in COVID 19 cases. DVI is currently developing a plan regarding the safety precautions to be taken by clients and staff for in person visits. As of right now, DVI is seeing clients and handling safety on a case by case basis.

**Fiscal:**

1. **Program Annual Expenses:** The P and L reports will be utilized to identify expenses and funding for the BEP program. Romy Mikhail sent a request for fiscal to send the reconciliation report for April through June.

**Policies:** The disaster policy is almost complete and will be sent out to the operators for revisions and approval. The policies that were originally sent to DC for approval, need to be reworded. Once these are re-approved, DVI and the vendors will work together to update the rules. Rob Schmidtkofer will look into utilizing Terry Smith to assist in restructuring the rules.

**New Business:** None.

The meeting was adjourned at 10:32am.

Respectfully submitted by,

Rachel Hollen

Administrative Specialist I